

# WITHDRAWAL & REFUND POLICIES

⇒ **NOTE:** The most recently updated course changes can be found online throughout the registration period at <http://www.uccs.edu/~cic/>.

## Withdrawing from School

**Important note:** The University defines **WITHDRAWING** as the termination of your enrollment for the term. You are no longer registered for ANY courses. You have completed NO courses.

Withdrawal refunds are based on appeals submitted by the published deadlines outlined below. Rebates/Adjustments are made less any non-refundable fees such as the matriculation and campus I.D. fee.

Parking permits **MUST BE RETURNED** to the Public Safety Office IMMEDIATELY after withdrawing from UCCS by the dates and times stated below in order to obtain a refund. Parking Services is located on the first floor of the Public Safety building, just east of the Parkway Garage.

If you live in on-campus housing, you must fill out a housing petition to cancel your housing agreement. This form is available online at <http://www.uccs.edu/residence>, or at the Monarch or Crestone Offices. If you do not do so, you will be responsible for all of your housing charges for the semester. This should be done AFTER you withdraw from the University. Please see your Student Handbook and Planner for refund details; they are different than the tuition and fees schedule.

## Withdrawal Procedures

**Until 11:59 pm, Sept 8, MyUCCS Portal must be used to withdraw from school and receive a 100% refund for regular semester classes (less any non-refundable fees):**

1. Follow the registration instructions on page 7 and drop ALL of your courses by 11:59 pm on Sept 8.
2. If you are receiving Veterans' benefits, notify that office.
3. Turn in any address changes to the Office of the Registrar.
4. **RETURN** your parking permit to the Parking Services office, located on the first floor of the Public Safety Building, just east of the Parkway Garage.
5. Refund processing will begin approximately two weeks after census date.

⇒ **IMPORTANT REMINDER:** *ALL refunds must be by Direct Deposit. All students should set up their direct deposit information online through the student portal. If you have any questions call 719-255-3391.*

Through Oct 28, withdrawals must be initiated through the MyUCCS Portal.

### Important Notice

**Withdrawals and Drops posted after Sept 8, will be recorded with a grade of "W" on the student's permanent record. Special deadlines apply for short courses.**

To withdraw from school after Oct 28:

1. Obtain the Withdrawal Form from the Admissions and Records Office.
2. **Financial Aid recipients may be required to repay their financial aid. Veteran's benefits recipients will be required to repay benefits.**
3. Take the Withdrawal form to the Bursar/Cashier Window (Main Hall, second floor) for approval.

4. Submit the Withdrawal form to the Admissions and Records Office for final approval and recording. WITHDRAWALS are recorded and become effective when the completed Withdrawal form is received at the Admissions and Records Office.
5. Unless you follow these procedures, you have not withdrawn, "F" grades will be recorded on your record, and you will be liable for full payment of all tuition and fees.
6. If students withdraw during a published refund period, the refund processing will begin approximately 2 weeks after a withdrawal is complete.
7. **RETURN** your parking permit to the Parking Services office, located on the first floor of the Public Safety building, just east of the Parkway Garage.

Financial Aid recipients who do not properly withdraw and receive "F"s will have enrollment verification forms sent to their instructors. The withdrawal date will be calculated according to the last date the student attended class. If this falls within the first 60% of class, some or all of the financial aid may have to be repaid. Veterans using benefits who stop attending a class (or classes) at any time during the semester and receive an F grade will have to repay Veteran's Benefits.

## Withdrawal Deadlines

There are no refunds for withdrawals after Oct 28 except by appeal and following the steps below.

**Sept 8**, is the last day to withdraw and receive the 100% credit against your TOTAL bill minus any non-refundable fees, for full-semester length courses.

**Sept 16**, 5:00 p.m., is the last day to withdraw and receive the 80% credit against your TOTAL bill.

**PLEASE NOTE:** This is NOT a REBATE equal to 80% of your down payment. You will still be liable for 20% of your TOTAL bill.

**Sept 30**, 5:00 p.m. is the last day to withdraw and receive the 60% credit against your TOTAL bill.

**PLEASE NOTE:** This is NOT a REBATE equal to 60% of your down payment. You will still be liable for 40% of your TOTAL bill.

**After Sept 30**, no further adjustments will be made.

**Oct 28**, 5:00 p.m., is the last day to withdraw. You must officially withdraw to avoid "F" grades on your record.

**After Oct 28**, you may not withdraw without special written permission of your instructors and academic dean.

## Tuition Appeals

Tuition Appeals are for students who are requesting a refund of their tuition charges due to extenuating circumstances for dropped classes that occurred during the semester. Tuition Appeals must be submitted by the end of the next semester to be considered (fall appeals due by end of spring semester; and spring/summer appeals due end of fall semester). Tuition appeal forms are available at the Admissions and Records Office.

⇒ **NOTE:** **SHORT COURSES** (those that do not meet for the entire term such as "intersession" and "intensive" courses) have special academic and financial deadlines. Click "Deadlines" by your classes in the Student Self Service Center to see these deadlines.